



**Request for Proposal for:**

**Energy Optimization Upgrades for  
City of Rochester Municipal Parking  
Garages**

**Project No. 10423**

**Department of Environmental Services  
Bureau of Architecture and Engineering Services**

**City of Rochester, New York**

**James R. McIntosh, P.E.  
City Engineer**

**ISSUED: May 21, 2010**

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## 1.0 GENERAL INFORMATION

### **Project Title & Location**

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#### **Energy Optimization Upgrades for City of Rochester Municipal Parking Garages**

The following garages are maintained by the City of Rochester:

<u>Garage</u>	<u>Address</u>
High Falls Garage	(HF) 240 State St., Rochester NY 14614
Court St. Garage (Bausch & Lomb)	(CS) 194 Court St., Rochester NY 14604
Genesee Crossroads Garage	(CR) 69 Andrews St., Rochester NY 14614
Metro Center Garage (East End)	(MC) 475 East Main St., Rochester NY 14604
Mortimer Garage	(MR) 83 Mortimer St., Rochester NY 14604
Sister Cities Garage	(SC) 28 N. Fitzhugh St., Rochester NY 14614
South Avenue Garage	(SA) 39 Stone St., Rochester NY 14604
Washington Square Garage	(WS) 111 Woodbury Blvd., Rochester NY 14607

### **Proposal Schedule and Delivery Information**

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Submit the bound original and four (4) bound copies of the proposal by:

**5:00 p.m. on Monday, June 14, 2010 to the following location:**

Holly Barrett, P.E., Project Manager  
Bureau of Architectural & Engineering Services  
City Hall, Room 300 B  
30 Church Street  
Rochester, N.Y. 14614

### **Contact Information**

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Holly Barrett, P.E., Project Manager  
Bureau of Architectural & Engineering Services  
City Hall, Room 300 B  
30 Church Street  
Rochester, N.Y. 14614  
(585) 428-6384  
[Barretth@cityofrochester.gov](mailto:Barretth@cityofrochester.gov)

For an electronic version of this proposal please go to the following web site:

<http://www.cityofrochester.gov/bidandrfp/>

## 2.0 PROJECT OVERVIEW

### Project Objective

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The City is issuing this Request for Proposals to provide design and engineering services for Energy Optimization Upgrades for City of Rochester Municipal Parking Garages. The upgrade program initiates a comprehensive multi-phased plan to drastically increase the energy efficiency at each garage facility through the use of high efficiency lighting and other upgrades.

The City of Rochester will select a consulting engineering firm with experience in energy optimization and that demonstrates the ability to analyze, design, implement and verify facility improvements. The project includes design, bid and award phases, construction, and construction inspection services. Construction and installation of all improvements will be undertaken through contractor services procured by the City.

The primary focus of this program will be the replacement of the existing garage lights with high efficiency lighting, and the application of motion sensors, variable lighting zones, and LED fixtures (such as retrofitting incandescent exit signs with LED signs with internal battery back-up units, etc.). Perception of safety will be improved by including upgrades and additional energy efficient lighting in dim, high security areas such as stairwells and cash pay areas.

**The consultant shall integrate high efficiency lamp technologies, optimum fixture placement, efficient fixture photometrics, and aesthetics while using the least amount of energy and meeting municipal requirements for visibility and appropriate light levels.**

Upgrades shall be incorporated into all areas of the garage, including stairwells, offices, and mechanical rooms. Store-front lease spaces will not be included in this project unless noted otherwise in the scope. Final design will vary based on the specific needs for each garage, however, standardization and economy of scale is encouraged within all phases of design.

Selection of effective, high-efficiency lighting offers benefits to the City, patrons, and taxpayers. Design criteria shall be based on, to the greatest degree possible, the following:

- Energy Savings
- Capital Cost Savings
- Maintenance and Standardized Cost Savings
- Improved Sense of Security
- Evenly lit parking areas, offices, and pedestrian areas such as stairwells and sidewalks to improve visibility by avoiding overly bright and dark patches
- Glare and visibility – Minimize unwanted glare and select fixtures and lamps that enhance visibility and can improve detection of garage pedestrians by drivers
- Limit light trespass and reduction in light pollution to neighboring residential communities
- Aesthetically pleasing – Fixtures with an attractive site appropriate appearance that provide high efficiency performance yet have an attractive daytime appearance
- Economic development – Respect shall be given to peripheral and exterior lighting as a tool to support economic development efforts in the surrounding downtown areas

## Project Summary

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The City of Rochester currently maintains eight municipal parking facilities (for a complete garage list, refer to Section 1.0). Five of these garages have been identified as facilities with the largest potential for immediate benefit from energy upgrades:

GARAGE	LOCATION	Priority/Phase*
High Falls Garage	240 State St., Rochester NY 14614	I
Court St. Garage (Bausch & Lomb)	194 Court St., Rochester NY 14604	I
Sister Cities Garage	28 N. Fitzhugh St., Rochester NY 14614	II
South Avenue Garage	39 Stone St., Rochester NY 14604	II
Washington Square Garage	111 Woodbury Blvd., Rochester NY 14607	II

\*Due to funding constraints, the facility optimization upgrades for the five garages shown in this table will be done in phases. For the purpose of this proposal, the consultant shall assume the following:

- A professional service agreement will be authorized for design, administration and construction phase services for High Falls Garage and Court Street Garage (Priority/Phase I)
- Should additional funding become available, the professional service agreement will be supplemented to include design, administration and construction phase services for Sister Cities Garage, South Avenue Garage and Washington Square Garage (Priority/Phase II)
- The consultant shall prepare a quality based proposal that includes all five garages with the understanding that the professional service agreement will be authorized for the Phase I garages first. The Consultant shall submit a fee based on services provided for Phase I only.

The City's intent is to retain a consulting engineering firm with the qualifications and staff resources necessary to provide design, and assist in administration of the Energy Optimization Upgrades for these facilities. The engineering services agreement will have an initial term of one year with provision for two yearly renewals for a maximum total of three years with the intent of completing upgrades for all garages listed above.

## Project Background

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A proposal was made in November 2009 by the City of Rochester to NYSERDA for new lighting in the High Falls Garage and was accepted for funding. These High Falls Garage upgrades are part of the New York State Research and Development Authority (NYSERDA) administration of the US Department of Energy State Energy Program (SEP), and is funded by the American Recovery and Reinvestment Act (ARRA). This competitive grant program provides for the installation of energy conservation measures including energy efficiency, renewable energy, and clean fleet project. Additionally, the City has set aside a portion of its Energy Efficiency and Conservation Block Grant funding for energy efficiency upgrades at city facilities and intends to utilize a portion of these funds for garage energy upgrades.

Design and contract administration services for energy optimization at all garages will be funded through the City of Rochester Energy Efficiency and Conservation Block Grant (EECBG), an ARRA funded US Department of Energy program. Construction at the High Falls Garage will be funded through the NYSERDA RFP 1613 grant. Construction at all subsequent garages will be funded through this EECBG program.

As all of the garage upgrades are ARRA funded, specific ARRA requirements must be adhered to, such as “Buy American” and Davis Bacon. Additional NEPA, SHPO & Waste Stream Management requirements may apply.

#### **SPECIAL NOTE ON SCHEDULES**

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This project is ARRA funded and has specific scheduling requirements. ***Construction for Phase I must be completed and all vendor/contractor payments made before September 1, 2011.***

The consultant shall retain the services of an independent commissioning agent. Such services will be included in the design service agreement as a reimbursable sub-consultant. Final commissioning, calibration, and verification of energy savings shall occur 12 months after project completion, but no later than September 2012.

#### **Project Scope Summary**

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The consultant shall provide design and engineering services for energy optimization upgrades with an emphasis on lighting and overall energy optimization to maximize efficiencies while providing safe, reliable lighting for patrons at all times. The project includes design, bid and award phases, commissioning & calibration, construction, and construction inspection services. Construction and installation of all improvements will be undertaken through contractor services procured by the City.

Energy audits were prepared under a previous contract and designs for this project shall be partially based on these audits.

Consultant shall demonstrate the ability to analyze, design, implement and verify facility improvements including:

- Lighting Systems – Horizontal and vertical lighting, safety lighting, motion sensors, dimming systems, automatic shut-offs, daylight harvesting, timers, LED signage, etc.
- Heating, Ventilating and Air Conditioning Systems
- Building Automation Systems
- Service Water Heating Systems

## 3.0 DRAFT SCOPE OF SERVICES

### **Project Coordination**

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In conjunction with the beginning of the project, the City of Rochester will schedule a kick-off meeting to identify issues related to the various design components of the project. The Consultant shall present their project approach, tasks and schedule to the City.

The Consultant shall notify and meet with all utilities/agencies/operators impacted by this project on an as-needed basis to assure full coordination throughout design and construction. The Consultant shall hold regular review and progress meetings with the City and all other parties designated by the City for all phases of the project.

### **Existing Data & Site Reconnaissance**

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The Consultant will fully review the energy audits for each facility and use the information, along with City input, as basis for preliminary and final design.

Additionally, the Consultant shall conduct site reconnaissance for each facility in preparation for final design and construction drawings. The City will provide building plans for each garage in PDF format. Preliminary design shall include, at a minimum, verification and mapping of the following:

- Existing floor plans for each level of each garage showing existing lighting layouts
- Existing mechanical, electrical, HVAC and Plumbing
- Infrastructure and Utilities: Overhead, at grade and below ground as applicable
- Adjacent land uses
- Analysis of site constraints, needs and opportunities and preliminary recommendations

### **Performance Criteria and Design Guidelines, Preliminary (50%) Review**

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Based on the information gathered in the previous section, the Consultant shall work with the City to create **standardized performance criteria and design guidelines** for municipal parking facilities that shall include IES (Illuminating Engineering Society) criteria for lighting for parking facilities. Criteria and guidelines shall be approved by the City prior to commencement of design.

Preliminary (50%) layout/lighting plans with cost estimates and cut sheets reflecting the standardized performance criteria and design guidelines shall be generated and submitted to the City for review. The Consultant will hold a 50% review meeting with the City and prepare minutes. The Consultant shall incorporate into the design any City comments or directions resulting from this meeting.

### **Commissioning and Calibration**

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The consultant shall retain the services of an independent commissioning agent. Such services will be included in the design service agreement as a reimbursable sub-consultant. The

Commissioning agent shall be involved in each phase of design with the ultimate intent of establishing systematic processes to ensure that all systems perform interactively according to the documented design intent and the City's operational needs. The Commissioning agent shall develop and coordinate the execution of a testing plan and oversee field calibration and programming so that all systems operate properly within field conditions and garner the expected energy savings.

The commissioning agent shall observe and document the performance and functionality of the system in accordance with the documented design intent of the Contract documents, review submittals and startup procedures. The agent shall develop and implement equipment and system functional testing as applicable. The Commissioning agent shall observe testing and system documentation and compile, organize, and index the commissioning data.

Upon final commissioning, calibration, and verification of energy savings, the commissioning agent shall educate the City and maintenance personnel about the intent and functionality of all controls. This shall include education on local control capability to allow users to override set schedules or master commands that may be required for special events and emergencies.

The commissioning agent shall turn over all documentation and instructions to the City to allow for continued maintenance and re-tuning of systems as needed.

#### **Preliminary (75%) Design Plans, Specifications and Estimate**

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The Consultant shall prepare 75% complete design documents including 75% plan and detail development, specifications and estimates. The 75% design plans, specifications and estimate shall include all required drawings, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during project scoping.

#### **Final Design Plans, Specifications and Estimate**

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The Consultant shall prepare, based on comments on the previous 50% and 75% preliminary design submissions, final design documents including 100% final plans, specifications and estimates. The final design plans, specifications and estimate shall include all required drawings, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during project scoping.

#### **Bid Process and Selection of Construction Contractor**

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The Consultant shall prepare and distribute a bid invitation to select a construction contractor and draft advertisements to bid to be placed in the NYS Contract Reporter and other related publications.

The City will prepare the advertisement for bids to be placed in the local newspaper of the City of Rochester.

Prior to contract letting and subsequent to P.S. & E. submission, the Consultant shall make necessary revisions and last minute changes to plans, specifications, and estimates that result from the City and other agency reviews.



The Consultant shall prepare addenda as needed during the bidding phase. Such addenda shall conform to the requirements of the City's Purchasing Agent. The Consultant shall submit up to 35 copies of the addenda to the City and designated utilities and agencies.

The Consultant is to attend and assist the City in pre-bid meetings and pre-award meetings. Minutes of these meetings will be prepared by the Consultant.

The City will hold the public bid opening (letting).

The Consultant shall analyze the bid results and prepare a letter of recommendation for award. The analysis will include:

- Verification of the low bidder.
- Bid tabulation showing bid amounts by each bidder for each item.
- Ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.)
- Breaking the low bid into fiscal shares.
- Determining whether the low bid is unbalanced.
- For pay items bid 15% less than the Engineer's Estimate or more than 25% over the Engineer's Estimate:
  - Checking accuracy of quantity calculations.
  - Determining appropriateness of price bid for work in the item.
- Determining whether the low bidder is qualified to perform the work.
- This information shall be returned to the City within five (5) working days. Submit 10 copies of the bid tabulations, share breakdown, bid analysis, and recommendation.

### **Construction (Resident Project Representation)**

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The Consultant shall furnish during the construction period, a Resident Project Representative. All Resident Project Representation work shall be performed under the supervision of a New York State licensed professional engineer of the Consultant. The qualifications of all Consultant personnel doing work under this Agreement shall be subject to the review and approval of the City.

The Consultant shall report regularly to the City on the progress and quality of the work. The Consultant shall conduct on-site observations of the general progress of the work and shall consult with the City and the contractor giving opinions, suggestions, and recommendations, based on the Consultant's observations, as to any defects or deficiencies in the contractor's work.

The Consultant shall perform technical inspection as directed by the supervising engineer in general furtherance of the duties set forth below.

The specific duties of the Resident Project Representative shall include, but not be limited to, the following:

1. Record Assembly
  - a. A list of the Contractor's suppliers and subcontractors.

- b. A record of field samples
  - c. A complete set of contract documents with all revisions and agenda.
  - d. Shop drawing and submittal logs and a complete set of approved shop drawings.
  - e. A complete set of all correspondence and written records regarding the project.
  - f. Copies of all guarantees, certifications and operation manuals for the project.
  - g. A copy of all project schedules of all contractors as amended.
  - h. A filed and labeled set of preconstruction and construction photographs.
2. Observation
- a. On-site observations of the work in progress.
  - b. Attend and chair pre-construction conferences and job meetings.
  - c. Consult with the City prior to and observe all on-site tests.
  - d. Observe such off-site operations as directed by the City.
  - e. Observe that all necessary permits and licenses have been obtained.
  - f. Conduct a final inspection of the project
3. Liaison
- a. Transmit to the contractor the Designer's interpretation of the contract.
  - b. Transmit all modifications to drawings for creation of as-built drawings.
  - c. Coordinate and monitor all material testing
  - d. Coordinate work with construction that is occurring on other adjacent projects
  - e. Receive from the Contractor weekly certified payroll records.
4. Construction Review
- a. Construction schedules from each contractor.
  - b. Payment requisitions from each contractor for each fiscal share of project.
  - c. Requests of the Contractor for interpretation of the Contract Documents.
  - d. Claims by each contractor.
  - e. Contractor requests regarding proposed changes to the contract documents.
  - f. Change orders including recommendations
  - g. Construction schedules and proposed work locations of any contractor.
5. Record Creation
- The Consultant shall create and maintain the project records. Upon completion of the project the Consultant shall deliver a bound, categorized set of these records which shall include the following:
- a. A list of all required permits, licenses, reviews and approvals
  - b. A daily diary or log book
  - c. Weekly and monthly reports
  - d. Monthly progress payments (and final payment
  - e. Change Orders as required on forms approved by the City.
  - f. All modifications to construction schedules for the project.
  - g. Minutes of all meetings.
  - h. A final punch list of all items which remain incomplete
  - i. A guarantee punch list

- j. Marked up prints, drawings and other data indicating all modifications
- k. Labeled pre-construction and construction photographs.
- l. Project unit quantities apportioned by final share
- m. Water service and sewer lateral tap cards
- n. All permits of any contractor doing work within the Project limits

### **Project Completion**

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Following satisfaction of punch list items, the Consultant shall submit a statement that the work has been completed in accordance with the contract and subcontract(s), the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a New York State licensed professional engineer. Unless otherwise specified during project scoping, the Consultant shall submit three sets of As-Built Plans, certified by a New York State licensed professional engineer, and final project report including photo-documentation.

## **Energy Optimization Upgrades for City of Rochester Municipal Parking Garages**

### **Project Schedule for Phase I (High Falls and Court Street Garages)**

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• Start of Work	August 2010
• Site Reconnaissance & Audit Review	August – September 2010
• Preliminary Design	September 2010
• Advanced Design	October 2010
• City Review, Final Design & Constr. Docs	November – December 2010
• Advertise	January 2011
• Bid Process/Issuance of Construction Contracts	January 2011 – March 2011
• Construction Phase	March - May 2011
• Closeout	June 2011

## 4.0 PROPOSAL REQUIREMENTS

### Technical Proposal

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Proposals must be succinct and all pages must be numbered. **In no case shall requirements #1 through #5 (below) exceed 25 pages.** Boilerplate and glossy promotional materials are discouraged; any such materials deemed necessary should be included as a separate appendix and may or may not be considered as part of the evaluation.

The Technical Proposal (with Transmittal letter) shall address the following at a minimum:

1. **Firm Identification & Qualifications:** A description of the firm, including the number of employees and their disciplines, their philosophy on serving clients, location, and number of years the firm has been in business of conducting the described services.
2. **Relevant Firm Experience** for this type of work
3. **Sub-Consultant(s):** Qualifications and relevant experience of sub-consultants.
4. **Recent Clients** of this type of work: The proposal must include a list of three (3) most recent clients for whom the consultant has provided services *relevant* to those required herein. The list should include name, address, and phone number of the client contact person. Identify when work was performed and the type of work services performed.
5. **Relevant Projects:** A list of *relevant* projects the firm has completed with the name, address, telephone number and email address of a contact person knowledgeable of the consultant's performance to check references.
6. **Project Understanding:** A demonstration that the Consultant understands the proposed project and its various tasks must be included as part of the Proposal.
7. **Technical Approach, Scope of Work, and Schedule:** Provide a detailed description of the consultant's proposed technical approach and scope of services for the completion of the tasks identified in this RFP. The consultant may propose alternate tasks that will meet the project objectives. A preliminary schedule for completing the tasks outlined in the RFP along with key study tasks should be included.
8. **Team Organization:** Makeup of the project team, including sub-consultants, with an organizational chart. Include a description of how the project will be organized, identification of the **key** project team members by name, field of expertise, specific responsibilities on the project and the ***estimated number of hours*** they will work on the project.
9. Other factors that would be helpful to the Selection Committee in evaluating the consultant for this project.

A selection committee will review all proposals using the above criteria. The committee will then select the engineering firm whose proposal in their judgment indicates the best opportunity for a completely successful project.

After selection of a consultant based on qualifications only, the committee will review the fee information for that firm. The committee may decide to recommend proceeding with the project for the fee proposed, or it may decide that negotiation of the fee is required. If the fee negotiation is initiated and a satisfactory resolution of the fee cannot be reached within a reasonable time, the committee reserves the right to proceed to another firm and proceed as above. The City also reserves the right to postpone or cancel the project. The City may request to meet with the consultants at any time for further clarification of the Proposal.

The City will enter into a Professional Service Agreement with the selected consultant.

### **Basic Services Fee**

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Provide direct technical and professional personnel hour subtotals for each of the following tasks as identified in the draft scope of services for **Phase I – Energy Optimization Upgrades for High Falls Garage and the Court Street Garage**:

- Project Coordination
- Existing Data and Site Reconnaissance
- Commissioning and Calibration
- Performance Criteria and Design Guidelines, Preliminary (50%) Review
- Preliminary (75%) Design Plans, Specifications and Estimate
- Final Design Plans, Specifications and Estimate
- Bid Process and Selection of Construction Contractor
- Construction (Resident Project Representation)

The task subtotals shall be totaled to provide a not-to-exceed fee.

The not-to-exceed fee shall be presented on a “cost times multiplier” basis, indicating the multiplier. The consultant shall supply a 2010-2011 salary rate structure and the proposed multiplier.

### **Direct Reimbursable Expenses**

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The direct expenses only with no markup allowed shall be identified in the not-to-exceed fee for the following expenses:

- Reproduction of drawings, photographs, and printing
- Sub-consultants (such as Commissioning sub-consultant)
- Rental equipment (if required)

## 5.0 CITY PROVISIONS

### Living Wage Requirements

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Rochester City Council adopted the Rochester Living Wage Ordinance (8A-18), effective July 1, 2001, which requires covered employers who are awarded City service contracts of \$50,000 or more to pay a Living Wage, as defined in the Ordinance, to their employees who perform work under the contract. As set forth in 8A-18D (1) of the Ordinance, if the total amount of the proposal is \$50,000 or more during the period of one year, a written commitment to pay all covered employees a Living Wage and a list of the job titles and wages levels of all covered employees in each of the years for which this agreement is sought shall be submitted with the proposal. A copy of the ordinance can be found through the web link at:

<http://www.cityofrochester.gov/index.cfm?id=571>

### Local Preference

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Pursuant to City Council Resolution No. 91-25, the City shall, when awarding professional services agreements, give preference to organizations located within the City of Rochester or Monroe County. The use of local individuals or companies as subcontractors is also encouraged.

### Affirmative Action

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City Council Ordinance No. 94-213 establishes M/WBE utilization goals for City architectural and engineering professional service agreements. The M/WBE utilization goal for this contract is 2.1% for African-American, 0.6% for Hispanic, and 3.5% for Woman Business Enterprises of the total dollar amount of the Professional Services fees. During the course of completing work under this agreement, the consultant will attempt to achieve these goals through use of M/WBE's.

The City of Rochester has a policy of Affirmative Action regarding consultants who perform professional services for public works projects. You are encouraged to employ sub-consultants who are Minority or Woman-owned Business Enterprises to the greatest extent possible.